

**INVITATION FOR TENDER/QUOTATION**

Tele: 25232853 / 25087033  
Fax: 25238493

ADA/ADM/TPT/RFQ/2018

**Aeronautical Development Agency**  
Ministry of Defence, Govt. of India,  
P.B.No.1718, Vimanapura Post,  
Bangalore – 560 017

Date: 29.11.2017

**Due Date: 21.12.2017**

**Due Time: 0400PM**

**Invitation of Quotes for hiring (AC/Non AC) Vehicles on daily basis/ Monthly basis and outstation duties for a period of 01 year wef 01 Apr 2018.**

1. Quotes in sealed cover are invited for Services listed in Part V of this RFP as per Two bid System i.e. Technical and Commercial bid. Please superscribe the above mentioned Title, RFP reference number and date of opening of the Quotes, as per Para 5 of Part I of the RFP, on the sealed cover to avoid the Quote being declared invalid.

2. The address and contact numbers for sending Quotes or seeking clarifications regarding this RFP are given below:

- a) Quotes/queries to be addressed to : The Addl Director (Admin & Legal)
- b) Postal address for sending the quotes : Aeronautical Development Agency  
P.B.No.1718,  
Vimanapura Post,  
Bangalore – 560 017
- c) Name & designation of the contact Officer :
- (1) Shri S Rangarajan  
Chief Admin Officer  
Ph – 080 – 25087484  
Fax : 080 – 25232848  
e-mail : rangarajan@jetmail.ada.gov.in
- (2) Shri B V Mohan Kumar  
Senior Admin Officer – II (Tpt)  
Ph. 080 – 25232853/25087033  
Fax : 080 – 25232853  
e-mail: mohankumar@jetmail.ada.gov.in
- (3) Shri Adam M Mullanavar  
Admin Officer (Tpt)  
Ph. 080 – 25232853/25087033  
Fax : 080 – 25232853  
e-mail: adam@jetmail.ada.gov.in

3. This RFP is divided into eight parts as follows:

i) Part I contains **General Information and Instructions for the Service Provider** about the RFP such as the time, place of submission and opening of tenders, validity period of tenders, etc.

ii) Part II contains **Standard Terms and Conditions of RFP**. Which will form part of the Contract / Work Order (hereinafter referred as the Contract) with the successful Service Provider(s).

iii) Part III contains **Special Terms and Conditions** applicable to this RFP and which will also form part of the Contract.

iv) Part IV contains **Vendor Qualification Criteria**.

v) Part V - **Essential Details of Items/Services Required**.

vi) Part VI contains **Evaluation Criteria of quotes**.

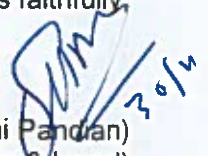
vii) Part VII contains **Format of Price quote**. Price quote needs to be printed on one side of paper only.

viii) Part VIII contains **Proforma for Technical quote**.

1. This RFP is being issued with no financial commitment, and this Office reserves the right to change or vary any part thereof or foreclose the services at any stage. This Office also reserves the right to disqualify any Vendor, should it be necessary, at any stage on grounds of National Security.

2. You may contact Shri S Rangarajan, Chief Admin Officer, ADA or Shri B V Mohan Kumar, Senior Admin Officer – II (Transport), Shri Adam M Mullanavar Admin Officer (Transport) ADA for any clarifications related to tender condition, tender process and / or rejection of quote. With regards to tendering condition, this shall be done in writing at least seven days in advance before the stipulated date of submission of quote.

Yours faithfully,



(N Sermathi Pandian)  
Addl Director (Admin & Legal)  
for & on behalf of Director (A & HR)

### Part I - General Information and Instructions

1. **Procedure for Submission of quote:** Quotes should be forwarded by Service Provider under their original memo / letter pad inter alia furnishing details like complete postal address, GST number. Bank address with Bank Account number and e-mail address, contact Numbers etc., of their office. Failing to provide the details as sought for, the quote would not be considered.
2. The duly sealed quotes, in 2 Parts, i.e., (a) **Technical Quote & (b) Commercial quote** superscribing on the cover "**Tender Reference No., Due date and Type of quote**" shall be put in 3<sup>rd</sup> cover and dropped at the Tender Box within the due date and time. ADA does not take any responsibility for postal delay, non-delivery/non-receipt of Quote. Quotes sent by FAX or e-mail will not be considered. This RFP/TE should be signed on each page and returned with required documents for having each page and returned with required documents for having read and accepted the terms and conditions.
3. **Location of the Tender Box:** At the Reception addressed to Shri.S.Rangarajan, Chief Admin Officer, Aeronautical Development Agency, P.B.No.1718, Vimanapura Post, Bangalore – 560 017. Sealed Quotes should be either dropped in the Tender Box or sent by post at the address given, in the "**Invitation of Quotes**", so as to reach by the due date and time. Late tenders will not be considered.
4. (i) **Date, Time and Place of the Opening of Quotes:** The date & time of opening of quotes mentioned in the notice are provisional and may change. The actual date and time will be intimated by this office through Telephone/ Fax- Mail at an early date.  
  
(ii) The Service Provider may depute their representatives, duly authorized in writing, to attend the opening of Quotes on the due date and time. Relevant parts and important commercial / technical clauses quoted by all Service Providers will be read out in the presence of the representatives of the participating Service Providers. This event will not be postponed due to non presence of your representative. The Price quote of the other Service Providers, whose Techno-Commercial quote are found non-compliant to the RFQ, will be returned to the Service Providers, in sealed and unopened condition as received.
5. **Clarification Regarding Contents of the RFP:** A prospective Service Provider who requires any further clarifications about the contents of the RFQ documents, shall notify to the ADA in writing 05 (five) days prior to the due date of the tender. The clarifications sought by the vendor shall be sent to the Service Provider(s) to facilitate their participation.
6. **Validity of Quotes:** The Quotes shall remain valid for 180 days from the Due Date.
7. **Clarification Regarding Contents of the Quotes:** During evaluation of quotes, ADA may, at its discretion, seek clarifications from the Service Provider on his/her quotes. The request for such clarifications will be sought in writing and the Service Provider shall respond to the clarifications within the stipulated time as sought by ADA. No clarification on the initiative of the Service Providers will be entertained after opening of quote.
8. **Rejection of Quotes:** Canvassing by the Service Providers in any form, unsolicited letter and post tender correction may invoke summary rejection. ADA has the right to reject the Conditional tenders and non-compliance of applicable General Information.

9. **Unwillingness to Quote:** Service Providers who are unwilling to send the Quotes against the RFQ, shall ensure that intimation to this effect reaches ADA before the due date and time of opening of the Quote, failing which such Service Providers firm(s) will be de-registered for future requirements as per the policy in vogue.

10. Unsolicited quotations/quotations received late or improperly sealed or with incomplete marking or with unattested overwriting/corrections are liable to be rejected.

11. Quotes of debarred/Black listed firms will not be considered for evaluation.

## Part II - Standard Terms and Conditions

The Service Providers are required to give confirmation of their acceptance of the Standard Terms and Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Service Providers as selected by ADA. Failure to do so may result in rejection of the Quote submitted by the Service Providers.

1. **Effective Date of the Contract:** The effective date of contract will be wef 01<sup>st</sup> April 2018 or placement of a Work Order.
2. **Law:** The Work Order shall be considered and made in accordance with the laws of the Republic of India and shall be governed by and interpreted in accordance with the laws of the Republic of India. The courts in Bangalore will only have the jurisdiction to try the cases relating to disputes, if any.
3. (a) **Arbitration:** All disputes or differences arising out of or in connection with the Work Order, shall be settled by mutual discussions. Any dispute(s), disagreement or question arising out of or relating to the Work Order or related to the performance of the Work Order, which cannot be settled amicably, shall be resolved through arbitration in accordance with either of the following provisions:  
  
(b) The case of arbitration may be referred to The Director (A&HR) ADA Bangalore or a person appointed by him who will be sole arbitrator and the proceedings shall be conducted in accordance with procedure of Indian Arbitration and Conciliation Act, 1996.
4. (a) **Penalty for Use of Undue influence:** The Service Provider undertakes that he has not given offered or promised to give, directly or indirectly, any gift, consideration, rewards, commission, fees, brokerage or inducement to any person in service of ADA or otherwise in procuring the Contract or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the Contract or any other contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the Contract or any other contract with the Government of India.  
  
(b) Any breach of the aforesaid undertaking by the Contractor or anyone employed by him or acting on his behalf (whether with or without the knowledge of the Contractor) or the commission of any offence by the Contractor, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Contractor to cancel the Work Order and all or any other contracts with the Contractor and recover from the Contractor the amount of any loss arising from such cancellation. A decision of ADA or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Contractor. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Service Provider towards any officer/ employee of ADA or to any other person in a position to influence any officer/ employee of ADA for showing any favour in relation to this or any other contract, shall render the Service Provider to such liability/ penalty as ADA may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by ADA.

5. **Access to Books of Accounts:** In case it is found to the satisfaction of ADA that the Service Providers have violated the provisions of Para 4 above to obtain the Contract, the Service Providers, on a specific request of ADA, shall provide necessary information / inspection of the relevant financial documents/information/Books of Accounts.
6. **Non-disclosure of Contract Documents:** Except with the written consent of ADA/ Service Provider, other party shall not disclose the Contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
7. **Withholding of Payment:** In the event of the Service Provider's failure to submit the Bonds, Guarantees and Documents etc. as specified in the Work Order, ADA may at its discretion, withhold any payment until the required documents are submitted.
8. **Liquidated Damages -** In case of any default in the services as per the job contract, no payment for the default period will be released. However, if the service provider/vendor subsequently makes up for the default in services, an LD @ 0.5 % per week of delay caused in providing the services will be charged subject to maximum of 10% of the value.
9. **Termination of Order:** The Director (A&HR), ADA shall have the right to terminate the Contract in part or in full at anytime.
10. **Notices:** Any notice required or permitted by the Contract shall be written in English & Hindi language and may be delivered personally or may be sent by FAX or registered pre-paid mail/ airmail, addressed to the last known address of the party to whom it is sent.
11. **Transfer and Sub-letting:** The Contractor has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the Contract or any part thereof without written consent of ADA.
12. **Amendments:** No portion of the Contract shall be changed or modified in any way (including this provision) either in whole or in part except with the consent of both the parties for amending the Contract.
13. **Taxes and Duties**

#### **General**

- a) If the quoted prices exclude Goods & Service Tax or any other Statutory Duties/Taxes applicable, the same must be specifically stated with applicable rates. In the absence of same, it will be presumed that the prices include all such charges and no separate claim for the same will be entertained.
- b) If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Service Providers must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entertained after the opening of tenders.
- c) If a Service Provider chooses to quote a price inclusive of any duty/tax and does not confirm that duty/tax so included is firm and final, he should clearly indicate the rate of

such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring any request for change of duty/tax or rate at a later date due to any reason whatsoever.

d) Any addition to duty/tax and change in any duty/tax upward/downward as a result of any statutory variation in duty/tax taking place within contract terms shall be allowed as reimbursement based on proof of payment of tax to the extent of actual quantum of such variation of duty/tax paid by the service provider. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to ADA by the Service Provider. All such adjustments shall include all reliefs, exemptions, rebates, concession etc., if any, obtained by the Service Provider.

14. TDS as per Income Tax Rules will be deducted and a certificate to that effect will be issued by ADA.

15. a) Quotation must be sent by Registered post or to be dropped in the tender box at reception ADA, P.B.No.1718, Vimanapura Post, Bangalore – 560 017. Tender documents must be placed in envelopes securely fastened, sealed and distinctly marked "Tender for hiring of vehicles on daily/monthly basis and for Outstation duty." and addressed only to Shri.S.Rangarajan, Chief Admin Officer, Aeronautical Development Agency, P.B.No.1718, Vimanapura Post, Bangalore – 560 017. Tender enquiry reference No., due date & time of opening and firm name and full address with phone no. and e-mail id must be marked boldly on the envelope.

b) Please note clearly that faxed quotation is liable to be rejected.

c) No correspondence/discussions/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.

d) The contractor shall not assign, transfer, pledge or sub-contract the performance or services without the prior written consent of ADA.

a) No Advance payment in any case, would be made to the firm.

f) Payment to be made on submission of satisfactory report and on pre-receipted bills in duplicate to be submitted to this office on completion of the job.

g) No unilateral revision in price will be admissible.

h) The Goods & Service Tax No. Should be indicated, in your quote.

16. In case any complaint is received from the user officer about the vehicle / driver, Dir (A&HR), ADA will be within his rights to deduct up to Rs.500/- per complaint / per vehicle from the provider of the vehicle.

17. Aeronautical Development Agency reserves the rights to unilaterally terminate the contract, if services are not found satisfactory.

18. The Service Providers should not have been blacklisted by any Ministry/Department of the Government of India. The tendering Service Provider has to give certificate that they have not been blacklisted for their business dealings with the Government Ministries/Department.

19. The Contract will be initially for a period of one year from 01 Apr 2018 to 31 March 2019 and renewable for another two more years subject to satisfactory service by the service provider.

20. Aeronautical Development Agency reserves the right to reject any or all tenders without assigning reasons.

21. Service Provider may quote their rates/charges clearly. Cutting / overwriting is not allowed unless it is attested..

22. In case the successful Service Provider declines/backes out of the offer of contract, for whatsoever reason(s), his firm will not be considered for future tendering.



### Part III - Special Terms and Conditions

The Service Providers are required to give confirmation of their acceptance of Special Terms and Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Service Providers as selected by the user. Failure to do so may result in rejection of Quote submitted by Service Providers.

1. The vehicles are required on all days in a month including holidays and Sundays. However requirements on Holidays and Sundays will be intimated in advance. The vehicle must be with Yellow Board in good condition and less than 3 years old, possess valid registration and insurance for deployment as taxi in Bangalore City. Drivers must have driving licence and badge compulsorily with adequate experience in driving and knowledge of all routes in Bangalore.

1a. **Bid Security (BMD)** : The bidders as per extant order should furnish bid security along with their bids. The bid security should be Rs 45000/- (Forty five thousand only) and it must accompany alongwith Performa for Technical quote (Part VIII). The bid security may be in form of FDR, Bank Guarantee form, Demand Draft of any Commercial Bank. After acceptance of contract the EMD will be automatically converted into Security Deposit and unsuccessful bidder EMD will be returned immediately

1b. **Security deposit**: It should be in the form of Bank Guarantee Bond / Fixed Deposit Receipt from a Scheduled Bank in favour of Aeronautical Development Agency, Vimanapura Post, Bangalore – 560017. The Bank Guarantee Bond / FDR should be for Rs.10,000/- (Rupees Ten Thousand only) per vehicle and valid upto 60 Days beyond schedule date of completion / end of contract period whichever is later.

2. **Permissible Time Frame for Submission of Bills**: To claim payment (part or full), the Contractor shall submit the bill(s) along with the relevant documents within 15 days from the completion of the activity.

### 3. Payment Terms

Payment shall be made against pre-receipted bills after verification / inspection and certification by the Senior Admin Officer- II (Transport). The payment will be paid to the contractor on Monthly basis after receipt of bills in Duplicate, and a certificate of satisfactory services. The payment shall be made directly to the Service Provider's Bank account through ECS/RTGS only. There will no advance payment. However, payment will be made within **15 working days** after proper verification / inspection of all document mentioned below. Taxes paid as per the quote will be reimbursed based on proof of taxes paid to the concerned tax authorities for the previous month.

4. **Documents to be furnished for claiming Payment**: The payment of bills will be made on submission of the following documents by the Service Provider to ADA:

- a) Ink-signed copy of Commercial Invoice, copy of RC Book/card and Copy of Insurance alongwith first payment.
- b) Trips Sheets/Log sheets duly signed by the User indicating the places visited, recording the Opening & Closing of the Kilometers for each assignment and time from and to.

- c) Details for electronic payment viz. Bank name, Branch name and address, Account Number, IFS Code, MICR Number.
- d) Reference to the Contract agreement and amendments, if any, thereon.
- e) Proof of tax payment for previous month. However, in the case of first month payment, no proof need to be submitted.
- f) Payment invoice may also be provided with details like PAN, GST No./TIN No. to avoid delay.

5. **The general terms and conditions for the contract are as under:-**

(i) **Salient features of the contract are:-**

- a) The Service Provider should have minimum number of 10 vehicles and the vehicles should not be more than 3 years old, should be with good working condition including A/c, FM Radio, Carrier and good seat cover.
- b) The list of vehicles along with photo copies of registration certificate, annual tax paid, Insurance Coverage, Pollution Free Certificate, etc. should accompany the tenders. These documents need to be submitted for all 10 vehicles.
- c) Rates are to be quoted for various slabs as per the Proforma enclosed as Appendix 'C' to this letter (Part VII Commercial bid)

(ii) **Monthly contract:**

(a) **Full day –**

- (i) Monthly 3000 Kms and 300 hours. Extra hours / extra Kms over and above 3000 kms / 300 hrs per month will be paid at extra kms / hours rate.
- (ii) Monthly 2500 kms / 250 hours. Extra hours / Extra Kms over and above 2500 Kms / 250 hrs will be paid at extra hours / extra kms rate. However, this will be limited to 3000 Kms/300 hrs rate, if it is more beneficial to ADA

(b) **Daily Contract basis:** As per practice it is 8 hrs. / 80 Kms.

(i) Extra payment for duty exceeding 80 kms or 8 hrs will be made for the Kms. exceeding 80 km / or hours exceeding 8 hrs as applicable at the settled rates for extra km / extra hours in addition to the full day charges.

**(ii) Half day:** 'Half Day' for car would imply the usage of vehicle upto 40 kms/ 4 hrs duration. If the car is used beyond 4 hrs / 40 kms., the payment would be made for extra km/hrs as applicable in addition to the half day charges subject to maximum of 08 hours/80 kms rate.

(iii) ADA is at liberty to make use of the vehicles for 3000 Kms. per month or 2500 Kms. per month depending on the requirement of ADA at its discretion.

(iv) Airport Toll fees / Airport Parking Charges / State Entry Tax / Toll Tax shall be paid extra as per actual by ADA on production of documentary proof. Any tax paid by the operator shall be reimbursable by the ADA separately on production of the documentary evidence.

(v) Kilometer reading for a particular day : **Max 10 kms or actual whichever is less** office will be allowed from the travels office to the point of reporting and another upto 10 kms or actual whichever is less from the point of last drop to travels office. However, in the case of Daily basis it will be from the travelers office to the duty point and back to their office after completion of duty, subject to maximum of 20 kms or actual whichever is less per day except in the case of return journey from Airport after drop. In case of Airport drop, maximum 10 Kms from Travels office or actual whichever is less will be admitted in addition to kilometer covered from ADA to Airport.

(vi) The contractor has to maintain a log book for each vehicle with details of each trips. Entries in the log book / sheet must not be tampered/forged by the Driver. If any entries are forged in the log books/ sheet, the services of such driver (and vehicles) will be discontinued. In addition, ADA will have the right to impose a penalty of Rs.5,000/- for such tampering/forgery. Electronic kilometre reader is preferred.

(vii) In case of complaint received from any officer about the vehicles / driver, ADA reserves the right to discontinue such vehicles by giving a notice in normal manner (indiscipline / unsatisfactory service also) and will be treated as breach of contract. Similarly ADA reserves the right to discontinue their services of vehicle / driver by giving one month of notice in the normal manner

(viii) The requirement of taxies for monthly basis would be 40. In addition taxies are also required on daily basis depending upon the necessites / contingencies.

(ix) The Transport operator will provide ADA as many vehicles as required in addition to the normal requirement for which sufficient notice will be given to the operator. Under such circumstances the requirement of vehicles should be fulfilled. In case operator are unable to provide the number of vehicles asked for by ADA, then ADA will be at liberty to hire vehicles from the open market at his sole risk and expense. The extra amount spent by ADA in such an event would be recoverable from his payment which is outstanding to be paid to the operator.

(x) **ADA reserves the right to enter into parallel contracts with one or more vendors at the contracted rates,** incase of L1 cannot meet the full requirement of vehicles,

(xi) No Night Charges will be admissible for local duties in Bangalore. Night charges per night will be paid for only outstation duties beyond Bangalore as per night basis which may be specifically quoted.

6. **Price Escalation:** In order to take care of frequent change in the diesel / petrol price (increase and decrease) it will be compensated as per following calculation. The compensation payable per litre of diesel / petrol used would be based on the petrol / Diesel price prevailing as on the last day of receipt of tender.

The quantity of diesel / petrol used by a given vehicle per month under consideration will be arrived at by dividing the Kms run by the vehicles in the month by the average mileage the vehicle is expected to give per litre of diesel / petrol multiplied by the difference of price.

The average mileage arrived for various vehicles per litre of diesel / petrol are as under:

1. Tata Indica Non A/c (14 Kms / Litre) Eg.:  $\frac{\text{Total Kms} \times \text{price variation (decrease/increase)}}{\text{Kms supposed to give for one litre}}$
2. Tata Indica A/c (13 Kms / Litre)
3. Toyota Etios (13 Kms / Litre)
4. Toyato Innova Crysta (a/c) (09 Kms / Litre)
5. Mahindra Scorpio (09 Kms / Litre)
6. Toyota Qualis A/c (09 Kms / Litre)
7. Maruthi Swift Dezire (13 Kms / Litre)

The above amount arrived from the above will be paid / recovered in addition over the agreed cost payable to the traveller in their monthly bills.

In order to arrive the increase / decrease price of Petro// diesel prices will be arrived based on the average price from the first of the month to last date of particular month.

7. **Security:** All drivers shall possess a recent valid police verification report issued by the competent authority and the same shall be deposited with Senior Admin Officer-II (S&S), ADA within 15 days of commencement of the order failing which payment of bills will not be processed.

#### Part IV - Vendor Qualification Criteria

The broad criteria for qualification of Service Providers should be in the following terms:

i) **Technical Capabilities**

A. The contractor shall comply with all Statutory Acts, Labour Laws/Regulations/ Motor Vehicle Act etc for lending the taxis as per the contract.

B. The Service Provider should abide by all statutory requirements for running the vehicle on contract and ADA will in no way be liable towards taxes, fee/penalties, cost of fuel and salary of drivers, maintenance or any other charges payable except the contract price, parking charges and toll tax, if any.

C. The vehicle should have necessary permits issued by the Transport Deptt./ Authority. ADA will not be responsible for any loss, damage and accident to the vehicle or any other vehicle or injury to anybody.

D. The vehicle on hire shall be available at all time on demand by this office including Saturday, Sunday and public holidays.

E. The A/c Vehicles Should have functional and effective A/c and in case the same is not in working/ unsatisfactory condition, as certified by the user, the payment for the duty shall be reduced by 20% of the total amount payable for the duty.

F. All legal obligations which include Insurance. Pollution Control, Road Tax and other compliances shall be complied by the contractor & ADA will not own any responsibility in this regard. Copy of insurance made and registration certificate of vehicle supplied may be furnished for verification.

G. The vehicle should have comprehensive insurance for vehicle, driver and passengers etc to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the contractor and no claim whatsoever shall be borne by ADA.

H. The contractor shall not engage any sub-contractor or transfer the contract to any other person.

I. The fuel tank of the vehicle is to be kept full or which shall be sufficient for at least 250 KM per day. Time consumed/ mileage required for intermediate refilling shall not be taken into account.

J. Certificate should be produced by the transporter from the Competent Authority regarding the status / functioning of the "odometer". Kilometer reading meter should be completely sealed and should not be tampered. A thorough checking will be conducted from time to time and if found guilty, the ADA shall have the right to impose penalty of Rs.1000/- per day for the no. of days vehicle has been used and/ or cancel the contract.

K. In case of any reason, the commercial vehicle is not provided, the liability of not providing such vehicle and running any other vehicle vests with the service provider only.

L. If any of the above terms and conditions is not found fulfilled during the currency of contract, the ADA reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by either side.

M. Disputes if any, accruing on violation of any of the contract terms will be settled in the courts within the jurisdiction of Bangalore.

N. The drivers are expected to wear uniforms while on duty. Not wearing uniform will attract penalty of Rs.100/-. They are not entitled for any privilege from ADA.

O. All drivers should have a recent police verification report.

## ii) Financial Capabilities

The total turn-over of the firm for providing vehicles for each of the year during the preceding 03 (years) financial years should not be less than Rs.50 Lakhs (Rupees Fifty Lakhs only) per year and I.T. Returns of the Agency for at least last three financial years should be produced.

## Management Capabilities

As the vehicles are required to be plied in the Prohibited zone(s) it will be the sole responsibility of the firm to ensure that:-

(i) The Driver under their employment / detailed for performance of duty with this HQ are of unimpeachable integrity and are security cleared by the local police authorities.

(ii) The driver should be carrying a valid police verification certificate with him at all times which should be available for inspection at all times. Any violation in this regard will be taken very seriously and may also lead to termination of the contract.

(iii) Driver should be in proper uniform, well versed with Bangalore city routes and places and should be courteous to the passengers with valid license & other Documents.

(iv) Drivers should be in possession of Mobile Phones at all times.

(v) Prior intimation to the user (whose details will be given by this office) of the vehicle regarding the details of the vehicle detailed, name of Driver with mobile No., must be invariably communicated to the user via SMS / Call.

(vii) The maintenance/ running of the vehicle and the Driver deputed for the duty will be the sole responsibility of the Transporter. This Organization will not be liable in any way for the maintenance of the vehicle, traffic violation, accident etc and any misconduct on the part of the Driver will be attributable to the contractor for action by his organization as deemed appropriate

## Part V - Essential Details of Services Required

1. **Schedule of Requirements:** The ADA, Vimanapura Post, Bangalore, requires the services of a reputed, well established and financially sound Company / Firm / Agency for providing transport Services in ADA. List of services required are as follows –

Sl. No.	Description	Qty Required
01.	Contract for (AC/Non AC) Vehicles for Monthly/Daily hiring including outstation duties as under:- <b>Monthly : 3000 Kms/300 hrs &amp; 2500 Kms/250 hours</b> 1) Indica 2) Toyota Etios 3) Toyota Innova Crysta 4) Mahindra Scorpio 5) Toyota Qualis 6) Maruthi Swift Dezire <b>Daily : 80 Kms/08 hours</b>	36 02 -- -- -- 02 As per requirement
<b>General terms and conditions as per annexure "A"</b>		

2. The Contract is likely to commence from **01 Apr 2018 to 31 March 2019**. The period of the contract may be further extended after the completion of contract based on satisfactory services and provided the requirement of this office persist at that time or may be curtailed/terminated before the contract period owing to deficiency in Vehicles or substandard quality of Vehicle deployed by the selected company/ firm/ agency or induction of regular manpower in this office. ADA however, reserves right to terminate this initial contract at any time after giving one month notice to the selected service providing company / firm agency.

3. Service Providers are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specification, if any. Service Providers are advised to submit compliance statement for the technical parameters separately in the following format along with the Techno-Commercial Quote:

Para of RFP specifications (Item- wise)	Specifications of item offered	Compliance to RFP specifications - whether yes/ No	Remarks (In case of non-compliance, deviation from RFP to be specified in unambiguous terms. In case of compliance, catalogue/brochure reference, if available, to be indicated)

#### 4. Service Location:

Address: ADA, P.B.No.1718, Vimanapura Post, Bangalore – 560 017  
Contact details: 080 - 25087033

## Part VI - Evaluation Criteria of Quotes

1. **Evaluation and Acceptance Process:** The quote will be considered and selected based on instructions contained in Part I of the RFP for further evaluation of quotes as per sequence given below:

i) **Techno-Commercial Quote Evaluation:** Quotes will be evaluated based on vendor qualification requirement as per Part IV of RFP, if applicable, and quotes of the qualified Service Providers will be considered for further evaluation as mentioned in Part V of the RFP.

ii) **Commercial Quote Evaluation:** The Price quote of those Service Providers whose Techno-Commercial quote has been accepted will be opened and comparative statement will be prepared. The best acceptable quote will be decided upon the lowest price quoted by the particular Service Providers as per the Price Format given at Part VII of the RFP. Lowest bidder will be identified for each of monthly basis (viz., 3000 Kms / 2500 kms per month/daily basis and half day basis) as per the price format.

2. **Procedure for Cost Comparison:** The basis for comparison of cost in different situations would be as follows:

a) The financial implication should be considered on the basis of total cost to the ADA for each hiring, i.e., all inclusive cost viz. basic price plus taxes, etc. payable by ADA after availing various benefits of exemptions from taxes/duties as applicable to ADA.

b) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected accordingly.

c) If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

3. The best acceptable quote will be considered further for placement of the Contract as decided by ADA.



PART VII – Commercial bid  
AERONAUTICAL DEVELOPMENT AGENCY

Annexure – 1

All types of vehicles on monthly/daily basis monthly 30 / 31 days

I. Monthly Basis	Indica Non A/c	Indica A/c	Toyato Innova Cryst A/c	Maruthi Swift Dezire A/c	Mahindra Scorpio AC	Toyato Etios AC	Toyota Qualis Non AC	Toyota Qualis AC	
(i) Monthly 3000 Kms / 300 hrs									
Extra Kms (per km rate)									
Extra hrs (per hour rate)									
(ii) 2500 Kms / 250 hrs									
Extra Kms (per km rate)									
Extra hrs (per hour rate)									

**II. Daily Basis**

(i) 08 hrs/80 kms									
Extra kms									
Extra hrs									
(ii) 4 hrs/40 kms									
Extra kms									
Extra hrs									
III. Outstation Min 250 kms per day. Rate per km									
Outstation Bata per day									

**Evaluation Criteria :-** The lowest bidder will be decided with reference to the lowest amount quoted for each line items viz:-  
**Monthly :** 3000Kms/300 hrs, 2500 Kms/250 hours, **Daily :-** 08 hours/80 kms, 04 hours/40 kms and for outstation duties per km rate

Signature & seal of the company

**Part VIII - PROFORMA FOR TECHNICAL QUOTE**  
**APPLICATION FOR CONTRACT OF AC/NON AC VEHICLES / TO ADA**

1.	Name of Agency			
2.	Nature of the concern : (i.e. Sole Proprietor of Partnership firm or a Company or a Government Department or a Public Sector Organization)			
3.	Full Address of Reg. Office Telephone No. FAX No. E-Mail Address.			
4.	Full address of Operating/Branch Office in Bangalore (i) Telephone No. (ii) FAX No. (iii) E-Mail Address			
5.	Bankers of Agency with full address Telephone Number of Banker			
6.	PAN of the Firm. with copy/EMD No & Amount			
7.	Registration Certificate of office of the Firm			
8.	List of minimum 10 Vehicles alongwith photocopies of Registration Certificate/insurance policy/annual tax paid (separate list may be attached)			
9.	Financial turnover and I.T. Returns of the Agency at least last three financial years.			
10.	Documents supporting the Experience Certificate with Government Department.			
11.	Certificate of satisfactory performance from the organization to whom the service was provided.			
12.	GST Registration No & Copy of certificate			
13.	Maximum number of vehicles that can be provided to ADA on monthly basis  (i) Monthly basis / Daily basis	Vehicle	A/c	No n A/c
		Indica		
		Innova Crysta		
		Scorpio		
		Toyota Etios		
		Swift Dezire		
		Toyota Qualis		

I/We undertake that I/We have carefully studied all the terms & conditions of this tender and shall abide by them.

I/We further undertake that the information given in this tender are true and correct in all respects and we hold the responsibility for the same.

Signature of Authorized Signatory

Date:

Place:Name:

Seal of Firm/ Company